

 U.S. Department of Transportation Office of the Secretary of Transportation		REQUEST FOR PERSONAL PROPERTY ACQUISITION OR DISPOSAL		1. <input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Disposal		2. Date of Request	
				3. Requesting Office		4. Delivery Date Requested	
				5. Telephone No.		6. Routing Symbol	
				7. Deliver to (Name, Routing Symbol, Room No.)			
8. Description of Item(s) Requested / Disposed						Quantity Required	Code (See Box 9)
9. Acquisition: I = Initial Disposal: S = Serviceable R = Replacement U = Unserviceable							
10. Justification of Need							
Authorized Requisitioner				15. Suggested Supply Source (Name and Address)			
11. Signature			Date				
12. Personal Property				16. Appropriation Number			
<input type="checkbox"/> Approval Signature		Date					
<input checked="" type="checkbox"/> Disapproval							
13. Property Received							
Signature		Date					
14. Property Posted				17. Modal Agency / Administration			
<input checked="" type="checkbox"/> Accountable		By	Date				
<input type="checkbox"/> Non-Accountable		BY	Date				

INSTRUCTIONS

Item 1. Acquisition / Disposal - Indicate by an "X".

Item 2. Date of Request

Item 3. Requesting Office

Item 4. Requested Delivery Date

Item 5. Telephone Number - Your number

Item 6. Routing Symbol - Your routing symbol

Item 7. Deliver to - Indicate name, address, room number and telephone number.

Item 8. Item Description:

a. Description of Item Required / Disposed

b. Quantity Requested

c. Code - see #9 for explanation

Item 9. Codes:

Acquisition - Indicate if item is initial / replacement

I = initial

R = Replacement

Disposal - Indicate if items are serviceable / unserviceable

S = Serviceable

U = Unserviceable

Item 10. Justification of Need - This entry must be completed for all requests. Use attached page if necessary.

Item 11. Authorized Requisitioner - To be signed by Property Custodian or Division Chief.

Item 12. Action Approval - The Property Management Officer will use this space to approve or disapprove the request. If disapproved, the Property Management Officer will indicate why.

Item 13. Acknowledge Receipt - To be completed by the requisitioner upon receipt of requested item / or to be completed by Property Accounting Section upon receipt of returned item.

Item 14. To be completed by the Property Accounting Section.

Item 15. Suggested Sources - Indicate the name and address of at least one possible source of supply for the items requested.

Item 16. To be completed by your Administrative Officer.

Item 17. Your agency